COMMONWEALTH OF KENTUCKY
JOB CLASS SPECIFICATION

PUBLIC ACCOUNTS AUDITOR IV - IT

Job Number: 20001696

Job Code: 91980V151116

Job Group: 9100 - BOOKKEEPING AND ACCOUNTING

Job Established: 08/16/1990

Job Revised: 08/16/2015

Grade: 15 <u>Salary (MIN - MID):</u>

    $19.882-$26.339 - Hourly

    $3,230.84-$4,280.10 - 37.5 Hr. Monthly Salary

    $3,446.22-$4,565.44 - 40 Hr. Monthly Salary

<u>**Special Entrance Rate:**</u>

$21.084 - Hourly

$3,426.16 - 37.5 Hr. Monthly Salary

$3,654.56 - 40 Hr. Monthly Salary

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: http://www.lrc.ky.gov/kar/101/001/325.htm.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Under limited supervision of the Information Technology (IT) Manager, may serve as auditor-in-charge for routine, less complex IT audit engagements of state and local governmental units. Assists auditor-in-charge or IT Manager with planning IT audit engagements. Performs complex IT audit program steps, develops and assesses analytical procedures, develops audit findings and recommendations resulting from IT system control testing. Responsible for supervision and on-the-job training of junior staff as assigned. Assists auditor- in-charge or IT Audit Manager with administrative duties as assigned; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree which includes twenty semester hours or thirty quarter hours in accounting OR a bachelor's degree in a computer science field.

EXPERIENCE:

Must have three years of professional auditing experience OR three years of professional experience in a computer science field (such as computer programming, systems analysis, data base analysis, information systems management) which must include at least one year of professional audit experience.

Substitute EDUCATION for EXPERIENCE:

Any of the following four options will substitute for one year of the required experience (either auditing or computer science experience). If any of these options are utilized, applicant must still have at least one year of professional audit experience to qualify as noted above.   1. A master's degree in accounting, business administration, or a computer science field;   2. Passing score on the Certified Information Systems Auditor exam;   3. Passing score on the Certified Public Accountant exam; 4.Passing score on the Certified Fraud Examiner exam; 5. Bachelor's degree which MUST include twenty semester hours or thirty quarter hours in accounting AND eighteen semester hours or twenty-seven quarter hours in computer science.

Substitute EXPERIENCE for EDUCATION:

 NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.)**:**

 NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Under limited IT auditor-in-charge or IT Audit Manager supervision, ensures the completion of IT risk assessments and audit planning as assigned. Ensures the completion of IT audit program requirements, findings and conclusions and supporting working papers. Revises planned audit procedures as necessary, assists IT audit staff with assigned audit procedures as needed. May serve as IT auditor-in-charge of routine less complex IT audit engagements and reviews IT audit staff working papers and conclusions, prepares or assists in the preparation of IT audit findings for review by the IT Audit Manager. Auditor may be responsible to perform data retrieval and analysis as assigned. Performs complex IT audit procedures such as security assessments as assigned. Prepares and submits status reports to the IT auditor-in-charge or IT Audit Manager as requested. Ensures time and expense reporting of assigned staff and performs other administrative responsibilities as requested by the IT Audit Manager.

UNIQUE PHYSICAL REQUIREMENTS:

 Normal physical activity is required.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is performed in an office environment. Periodic overnight travel is required to perform on-site audit procedures and to attend training opportunities as assigned.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.